

DOCUMENT RESUME

ED 256 210

HE 018 244

TITLE Outreach Policies and Procedures, 1984-5.
INSTITUTION Colorado Commission on Higher Education, Denver.
PUB DATE 84
NOTE 87p.
PUB TYPE Guides - Non-Classroom Use (055) -- Reports - Descriptive (141) -- Tests/Evaluation Instruments (160)

EDRS PRICE MF01/PC04 Plus Postage.
DESCRIPTORS Academic Standards; *Accountability; *Adult Students; *Board of Education Policy; College Students; Compliance (Legal); Credit Courses; *Distance Education; Educational Finance; Educational Supply; Government School Relationship; Higher Education; Independent Study; Lifelong Learning; Noncredit Courses; *Outreach Programs; Program Descriptions; Quality Control; *State Programs; Tuition
IDENTIFIERS *Colorado

ABSTRACT

Policies of the Colorado Commission on Higher Education on the outreach program for adult students are outlined, along with procedures to be followed by participating institutions. The program encompasses both noncredit and credit instruction at all levels and may be offered on- or off-campus in traditional or nontraditional formats and time schedules. Outreach institutions also are authorized to offer outreach programs via television and other media. Information is provided on: institutional responsibility, service areas, budgeting and funding, reporting, system support contribution, tuition and fees, minimum class size, student qualifications and services to students, faculty standards, program and course approval and quality control, credit earned in off-campus programs, policies on independent study, facilities, and space available programs. Appendices include: maps of outreach advisory committee regions and primary service areas, military/outreach forms, institutional outreach program budget request, instruction manual, policy compliance form, Montrose Education Center class report form, outreach degree program proposal format, and year-end financial report. (SW)

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**OUTREACH POLICIES
AND
PROCEDURES
FOR 1984-85**

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1. INTRODUCTION

Outreach is the statewide lifelong learning program which serves the adult student not currently being served by resident instruction. The program encompasses both credit instruction at all levels and non-credit instruction and may be offered in traditional or non-traditional formats and time schedules at off-campus sites or on-campus. State policy requires that all off-campus instruction, credit or non-credit, at all levels, delivered by publicly-supported four-year institutions shall be offered only in the Outreach program and under the Commission's policies. Outreach credit or non-credit instruction may be offered on-campus as well, under these policies. Outreach institutions also are authorized to offer Outreach programs via television and other media. Instruction via broadcast media or cable beyond the campus of any four-year publicly-supported Colorado institution shall be part of the Outreach program and subject to all of the CCHM Outreach Policies.

The policies of the Commission herein articulated have been formally approved by the Colorado Commission on Higher Education. Also included are procedures to be followed by participating institutions. Any institution requesting a spending authority allocation for Outreach so indicates its agreement to follow the policies and procedures of the Commission.

2. INSTITUTIONAL RESPONSIBILITY

(2.1) Designated Outreach Administrative Unit and Administrative Officer

To assure internal coordination and overall institutional responsibility for its entire Outreach program, each institution shall designate one administrative unit and administrative officer to hold responsibility for the planning and management of all Outreach instructional programs. The designated officer shall also serve as liaison officer to the Commission regarding the Outreach program.

No off-campus program shall be initiated or carried out by any other institutional administrative unit or individual nor shall any off-campus program be offered in association with professional societies, research organizations, institutes, alumni organizations, etc., independently of the designated administrative unit.

An institution which participates in Outreach shall have the responsibility for ensuring that all off-campus programs are offered only through that administrative unit and under Outreach policies. That administrative unit also shall coordinate Outreach classes or programs held on-campus.

(2.2) Required Response

Outreach institutions are required to respond, consistent with Outreach quality criteria, through their Outreach offices to legitimate need for educational services within their service area either with their own

institutional resources or, if the resources are not available, by facilitating a response by other institutions which have the needed resources. Other units of the institution shall not preclude or impede the alternative responses which the institution is required to make through its Outreach office.

(2.3) Advertising Policies

No advertisement, publication, announcement, or other public notification shall be made by any official or agency concerning any Outreach program, course of instruction, policy, or procedure of any institution of higher education except by authorization of the president or designated institutional Outreach officer who is assigned the responsibility for the Outreach program administration and OCHE liaison in matters relating to Outreach.

Advertisements of courses or programs of instruction to be offered on military installations shall be restricted to publications for military personnel and the military's civilian employees; except that advertising may appear in publications available to the general population if the following information is prominently displayed: "This program is offered at (name of military installation) upon the request of military officials to serve educational needs of military personnel. Civilians employed by the military and other civilians also may enroll in this program."

(2.4) Outreach Advisory Committee

The Outreach Advisory Committee shall advise the Commission concerning any matters relating to the Outreach program, upon request of the Commission or on its own initiative. The Committee shall recommend the funding of special projects or other uses of Outreach funds not otherwise committed.

The committee shall have a representative from each of the four geographical regions of the state. (See map, Appendix A.) Representatives shall be elected in alternate years to two-year terms by a majority of Outreach deans and directors (one vote per institution) attending the deans and directors' annual business meeting. Members shall elect a chairman annually. The commission's Director of Outreach Programs shall be a non-voting ex officio member of the committee.

3. PRIMARY SERVICE AREAS

(3.1) Primary Service Areas

Primary Service Areas are assigned to institutions by the Commission. Within this area the designated institution shall offer its courses and programs in response to the educational needs of the citizens residing in the area, in accordance with these policies, and in recognition of the constraints of a self-funding system. The Montrose Education Center may arrange for instruction from any state institution to provide for educational needs evidenced in its four-county service area.

Service to military installations is governed by policy (3.6), below. Instruction offered by an Outreach institution via broadcast or cable television or by any other electronic medium is subject to all Outreach Policies and specifically (3.3) concerning instruction going outside the assigned geographic service area. (A map illustrating service area assignments is attached as Appendix B.)

(3.2) Offering Programs Outside the Primary Service Area

An institution proposing to offer a course or a program outside of its assigned service area shall submit a written request to the local institution holding the service area assignment in the area where the instruction is to be offered with a copy to the CCHE Director of Outreach Programs. Such requests must be received by the local institution at least 30 days before the first class is to meet. The requesting institution must provide all specifications for the course or program and a complete explanation for its request. The requesting institution shall not announce, advertise, or sign or otherwise signify any agreements with any individual, group, or agency concerning the requested course or program until approval of the local institution has been received. If the Commission wishes to intercede it shall do so within 10 days of receipt of the request. Except in the Denver metropolitan area non-credit courses, as well as credit courses, are included under this policy.

Written responses by the local institution shall be sent within 10 working days to the requesting institution with a copy to the CCHE which shall indicate one of the following:

- (a) denial if the assigned institution can and will immediately provide the needed instruction;
- (b) approval, with the local institution co-sponsoring the instruction;
- (c) approval with no restrictions.

The Commission shall resolve inter-institutional disagreements concerning service areas.

Except with permission of the local institution, no Outreach program or class shall be offered in a community in which a campus of another Outreach institution is located if the local institution is offering a comparable program or class through its Outreach or on-campus resident instruction unit in the same term and at a time when most adult continuing education students could enroll. (Outreach classes offered in the evening normally are not regarded as duplicative of identical classes offered on-campus in a day schedule.)

(3.3) Coordination of Programs Outside the Primary Service Area Delivered by Television or Other Media

An institution planning to offer instruction using a medium of delivery (like television) which will carry the program into another institution's primary service area shall follow the same clearance procedures as described in section (3.2), above.

Duplication with other Outreach classes will be considered to result if such courses are planned for offering in the same term and are of the same level and discipline content as Outreach courses offered by the local institution in its service area. If a special clientele can be documented which will not be served by the programs of the local institution, non-duplication will have been demonstrated, and the course or program may be offered. The CCHE Outreach Program administrator shall make the final determination if the institutions involved do not agree.

If an institution desires to co-sponsor a course to be delivered via television or another medium which is produced, leased, or purchased by another institution for delivery in the former's primary service area, it has the right to do so. A reasonable fee shall be negotiated in consideration of the production, leasing, or purchase costs. Ordinarily the fee shall be based upon the number of enrollments. The CCHE Outreach Program administrator shall mediate the negotiation of fees when necessary.

(3.4) Statewide Delivery of Unique Programs

An institution which alone among the state's colleges and universities is approved to offer instruction in one or more academic disciplines or fields may -- and has the responsibility to -- offer instruction in such disciplines or fields throughout the state through the Outreach Program as dictated by demand. When such programs are to be offered in another institution's Primary Service Area that institution shall be notified at least 10 days in advance. Examples of unique institutional academic programs are:

- Adult/Community Education - Colorado State University
- Agricultural Engineering - Colorado State University
- Architecture/Environmental Design - University of Colorado - Denver
- Aviation Management - Metropolitan State College
- Criminalistics - Metropolitan State College
- Drug/Alcohol Counseling - Metropolitan State College
- Forestry - Colorado State University
- Law - University of Colorado - Boulder
- Professional Level Mining, Mineral and Resource Exploration and Engineering, Mineral and Petroleum Processing, Mineral Economics, Mineral Engineering Management - Colorado School of Mines
- Professional Pilot - Metropolitan State College
- Real Estate - University of Colorado - Boulder
- Public Administration (Graduate Level) - University of Colorado - Denver and Colorado Springs

Other programs presumed to be unique among state institutions of higher education should be checked with the CCHE before they are offered. Colorado State University's SURGE program, the University of Colorado's ACE program, and the University of Northern Colorado's Extended Degree Program, unique delivery systems, have a statewide service opportunity and responsibility. Local institutions shall be notified of the planned delivery of instruction through these programs in their service areas.

(3.5) Policy of Non-Duplication

Credit courses offered in a community by the local school district, a board of cooperative services, or a community college within its own legal district or approved, documented, service area (exclusive of military installations) shall not be duplicated in that community by an Outreach institution unless prior approval has been granted by the Commission. Outreach institutions may, however, offer lower division programs in areas otherwise served by community colleges if the program is an integral part of a baccalaureate program which should be taken by students planning to complete that degree.

(3.6) Military Base Education Programs

Education directors at military installations, by agreement, will follow the CCHE approved procedures in which military education directors utilize appropriate Colorado Outreach programs to provide needed instruction.

The Outreach institution assigned to the service area in which each military installation is located shall provide services unless that institution does not offer or cannot deliver the requested program. In that event, military education directors will contact the CCHE for referral to alternative Outreach institutions. Out-of-state institutions are to deliver instruction only when Colorado institutions cannot. (Forms and form letters to be used to request service are attached as Appendix C.)

Advertisements of courses or programs of instruction to be offered on military installations shall be restricted to publications for military personnel and the military's civilian employees, except that advertising may appear in publications available to the general population if the following information is prominently displayed: "This program is offered at (name of installation) upon the request of military officials to serve educational needs of military personnel. Civilians employed by the military and other civilians also may enroll in this program."

4. BUDGETING AND FUNDING

(4.1) Spending Authority Reallocations

Spending authority will be allocated to the institutions which participate in the Outreach program from the cash appropriation made annually for the program to the Colorado Commission on Higher Education. Institutions shall present a satisfactory plan to the Commission for meeting educational needs within the Primary Service Area consistent with Outreach Policies before spending authority will be approved. The Commission's Executive Director is authorized to amend the initial allocations upon written request of an institution's chief executive officer. Such requests should include a statement of rationale and the relevant data.

(4.2) Approved Expenditures

Each institution which desires to participate in the Outreach program shall submit an Institutional Outreach Program Budget Request form as requested by the Commission on or before April 1. (A copy of the form is attached as Appendix D.) The following expenditure items may be budgeted:

- A. Instructional salaries and benefits;
- B. Time-in-Transit payments (see section 4.5 A);
- C. Travel, both administrative and instructional; (International travel must be approved in advance by the Governor);
- D. Other current expenses;
- E. Intra-institutional reimbursement up to two-thirds of the revenue from space available instruction for reimbursable direct administrative and instructional expenses;
- F. Salaries and benefits for administrative personnel, instructional coordinators, and classified staff personnel, both professional and clerical;
- G. Hourly salaries;
- H. Institutional overhead (see section 4.3, below);
- I. System Support Contributions.

Other expenses may be authorized when they are specifically requested and justified.

Outreach funds shall not be used in any way for the support of Resident Instruction programs. Staff personnel funded by the Outreach Program shall be employed only in Outreach activities. Expenditure of Outreach funds shall only be made for outreach programs and their administrative support.

(4.3) Administrative Expenses

Administrative expenses charged to Outreach shall be only those which compensate for services, equipment, or supplies which are employed directly and exclusively in Outreach administrative activities.

Institutional overhead is limited to not more than 8 percent of Outreach personnel costs, both administrative and instructional, at institutions whose Outreach Program gross expenses are less than \$1 million. Institutional overhead is limited to not more than 6.5 percent of gross expenses of the Outreach Program at institutions whose gross expenses are over \$1 million. Direct costs of institutional services provided to the Outreach Program, if any (e.g. admissions, record-keeping, computer services, facilities for offices and classrooms, and any contributions to academic or administrative units), shall be included in the maximum overhead amount claimed. If lower, the costs of such services may be charged to the Outreach Program in lieu of overhead. Institutions may provide support services at no cost to the Outreach Program and may waive overhead charges.

Administrative staff personnel who are compensated by the Outreach program shall not be assigned other responsibilities unless proportionate financial reimbursement is provided to the Outreach program. The Outreach program also shall not provide support for any other program or activity without appropriate reimbursement.

(4.4) Faculty Compensation

Compensation for faculty teaching in Outreach should be set at appropriate levels but consistent with the self-funding nature of the Outreach program.

(4.5) Instructional Travel Reimbursement

A. Time-in-Transit Payment

Travel time of instructors meeting off-campus classes, at the option of the institution's outreach program director, may be reimbursed. A lump-sum payment may be made, calculated on the basis of \$1.00 per mile, one way, one time, from the instructor's home or from the campus, whichever is closer to the location of the class meeting site, for each 3 quarter or 2 semester credit course.

B. Reimbursement for Mileage and Subsistence

Mileage and subsistence expenses are reimbursable at rates not to exceed those currently authorized in state travel regulations.

5. REPORTING

(5.1) Mid-Year Report

A mid-year report shall be submitted to the Commission by each Outreach institution on or before January 1 which gives total data for the summer and fall terms as follows:

- A. Number of Credit Courses Run;
- B. Number of Non-Credit Courses Run;
- C. Number of Credit Course Enrollments;
- D. Number of Non-Credit Course Enrollments.

(5.2) End-of-Year Report

Each Outreach institution shall submit a computer tape (punched cards are not acceptable) and a final, full-year, corrected B-2 print-out edit report with the signatures of the designated Outreach officer and the chief fiscal officer on or before August 31. The report shall be generated at each institution using the computer program previously used by the General Government Computing Center and with the revised coding instructions. (The instructions are included as Appendix E.) Summary reports will be prepared by the Commission and distributed to the institutions within 30 days.

Financial data may be reported in any of three ways: (1) through the B-2 system using the instructions found in the B-2 Manual, Appendix E; (2) using the Year-End Outreach Financial Report found as Appendix I; or (3) using the institution's official end-of-year report for the Outreach Program. Regardless of the reporting format, the signatures of the institution's chief fiscal officer and Outreach director should be affixed. These reports, regardless of the format used, are due on or before July 15.

Estimated figures for total expense and revenue for an institution's Outreach program may be provided by July 15 only when it is impossible, for a valid reason, for the institution to provide final year-end data. Final year-end data shall be submitted as soon as possible in one of the three formats identified above when estimated data have been initially provided. Estimated data shall be submitted on institutional letterhead by the Outreach director and signed by the chief fiscal officer.

No subsidy shall be paid until a satisfactory end-of-year fiscal report has been received by the Commission.

(5.3) Failure to Submit Timely and Correct Reports

Failure to submit reports as prescribed in this policy will result in notification of the institution's chief executive officer and a request for that officer's explanation for the non-compliance. Spending authority for the institutions' Outreach programs is dependent upon compliance with Commission policies.

(5.4) Certification of Compliance with Outreach Policy

The designated Outreach officer at each institution shall submit, by April 1, a signed Policy Compliance Form which verifies that Outreach policies have been followed. (A form is included as Appendix F.)

6. SYSTEM SUPPORT CONTRIBUTION

(6.1) Basis for Support Contributions and Due Dates

Each institution participating in Outreach obligates itself to contribute to the support of the statewide system. The support contribution is based upon student credit hours generated for both credit and non-credit classes. Credit will be imputed for non-credit classes with 15 contact hours equivalent to one semester credit hour. The System Support Contribution shall be based on the student credit hours generated in the previous year and shall be due and payable on or before March 1.

(6.2) Statewide Delivery and Subsidy of Rural Programs

The Outreach system is based on the concept that educational opportunity should be available throughout the state and that an organized, statewide system can serve the needs of citizens residing in all regions of the state. In order to ensure statewide delivery of instruction some institutions are assigned to serve the less-populated regions of the state. Programs offered in these areas may not be able to be financially self-supporting. Revenue earned in the more densely-populated urban areas and deposited as SSC with the Commission may be used to subsidize institutions which sustain losses from operating programs primarily serving rural populations. The CCHE may authorize a reasonable subsidy from SSC funds for those institutions which require it upon receipt of the Institutional Outreach Program Budget Request. No subsidy shall be provided until the institution submits a satisfactory end-of-year fiscal report. (See 5.2.)

(6.3) SSC Rates

All institutions return to the CCHE \$.90 for each semester student credit hour (or imputed credit hour) generated from all Outreach instruction, credit and non-credit in the previous year. The SSC will be calculated each year on the student credit hours generated by the enrollment on the close of the date on which students may drop classes with no refund of tuition or fees. Students who receive a refund of any amount shall not be included in determining student credit hours and the SSC. Students who withdraw after the refund date shall be counted in determining student credit hours and the SSC.

(6.4) Institutional Expenditures of Surplus Funds

Revenues accumulated in institutional Outreach accounts in excess of actual Outreach expenses shall be expended only for direct support of additional Outreach activities which are consistent with Outreach goals and policies, or they may be rolled-forward and utilized for general Outreach program support.

(6.5.) Authorized Expenditures of SSC Funds for Development Grants

The CCHE may offer Outreach Development Grants utilizing part of the SSC funds to support special programs or projects consistent with the mission of the Outreach program. Decisions on the funding of proposed programs and projects shall be made by the CCHE with the advice of the Outreach Advisory Committee. Grant funds shall be used only for Outreach program development. The institution also is expected to contribute partial funding from other sources toward the development of any program receiving grant funding.

These criteria also are to be met by grant-funded program development projects:

- the program to be developed is legitimately a continuing education program;
- the project is replicable by other Outreach institutions;
- evaluation procedures which are carried out are disseminated systematically to other Outreach institutions;
- the funded project shows promise of generating income.

The following procedures are to be followed:

- A. Outreach Development Grants may be requested when the availability of funds is announced by the Commission.

B. All requests must clearly identify the purposes to be achieved and must include:

- a statement of need with all available supporting data;
- a description of the activities to be carried out;
- identification of the staff to be used;
- identification of the geographic area and the target group primarily affected;
- the method of evaluating the results;
- a budget;
- any other information that supports the request.

C. Institutions receiving development grants shall submit to the OCHE requests for reimbursement of funds and a brief account of activities completed to date on a periodic basis.

D. Upon completion of a specially funded project or program the institution shall report to the OCHE the results obtained and account for the expenditures. These reports shall be made available to other Outreach institutions.

(6.6) Contingency Account

The OCHE may budget a portion of the SSC for a contingency account. These funds may be held pending future program needs. Funds may be allocated from the account to institutions for Outreach program development when the balance exceeds \$50,000.

(6.7) Unexpended Income

All unexpended income realized by the individual institutions at the close of the fiscal year beyond the expenditures and the SSC for that institution shall be reported to the OCHE and the funds shall be employed only in the institution's Outreach program.

(6.8) Accountability for Use of Funds

Failure to contribute SSC funds in accordance with the policies will result in notification of the institution's chief executive officer and a request for the chief executive officer's explanation for the non-compliance. Spending authority for the institutions' Outreach programs is dependent upon compliance with Commission policies.

7. CHARGES TO THE MONTROSE EDUCATION CENTER

Institutions may charge the Montrose Education Center in the amounts indicated on the following page for administrative costs and direct costs of institutional support for the Outreach program when they arrange for instruction to be offered under the auspices of the Center.

<u>Outreach Administrative Costs</u>	<u>Per Semester Hour</u>	<u>Per Quarter Hour</u>
1) For classes run full term	\$200.00	\$133.00
2) For classes arranged but cancelled	\$100.00	\$ 67.00

A "Class Report Form" shall be submitted not later than the close of each academic term to the Montrose Center coordinator indicating instructional costs and revenues for each class. If instructional costs exceed revenues the difference will be deposited in the offering institution's CCHE account. If the revenue exceeds expenditures the difference will be deposited in the Montrose Education Center account at the CCHE and made available for support of other classes. (A "Class Report Form" is attached as Appendix G.)

8. TUITION AND FEES

(8.1) Tuition for Credit Program

Charges for off-campus credit instruction in Colorado are established by the Commission at a minimum level necessary to cover costs of the total program, excepting any portions which are appropriated from the General Fund. Tuition levels for 1984-85 are minimum levels to generate revenue sufficient to cover costs and they may be increased by an institution when circumstances dictate (e.g., low potential enrollment for a high-need course, special equipment or supplies required for instruction). Special fees for extraordinary services provided to students also may be charged.

<u>Minimum Tuition Rates</u>	<u>Per Semester Hour</u>	<u>Per Quarter Hour</u>
Lower Division Instruction	\$39.00	\$26.00
Upper Division and Graduate Instruction	\$47.00	\$31.00
Independent Study (Correspondence, Multi-Media) All Levels	\$35.00	\$23.50

On an experimental basis in 1984-85, minimum tuition levels for televised courses delivered through Public Broadcast System stations is \$25.00 per semester credit (\$16.50 per quarter credit). The PBS fee of \$15.00 per enrollment also shall be added to the tuition assessed to students.

(8.2) Tuition for Non-Credit Courses and Courses Offering Continuing Education Units (CEU)

Tuition for non-credit and CEU courses shall be set at levels which ensure that at least full instructional and administrative costs associated with the courses are recovered.

(8.3) Contract Rates and Contract Stipulations

A. Rates

For programs in which a school district or other agency or organization contracts with a sponsoring Outreach institution for services only, the charges to the district or other agency shall be at a level sufficient to insure full recovery of direct and indirect costs.

In contracted programs where credit is available, the following minimum fee schedule is in effect:

	<u>One Credit</u>		<u>Each Additional Credit</u>	
	<u>Sem.</u>	<u>Qtr.</u>	<u>Sem.</u>	<u>Qtr.</u>
For each individual wishing to receive credit:	\$28.00	\$20.00	\$17.00	\$12.50

B. Contract Stipulations

In contracting with another agency, institutions shall stipulate in its contract document that the contracting agency:

- 1) shall not for any reason establish a tuition rate above that agreed upon by the contracting Outreach officer;
- 2) shall not permit instructors of contract courses to assess additional fees or tuition; and
- 3) shall agree to the higher education responsibilities for quality control detailed in section 12.8.

The sponsoring institution will request a financial statement from the contracting agency upon completion of a contracted course.

(8.4) Refund Policy

No refund of tuition shall be made upon a student's withdrawal from a course after one-third of the class meetings have been held or after a proportionate period of time when instruction is offered in non-traditional time-frames. Outreach refunds may, instead, be governed by institutional refund policies if they are similar or more stringent.

(8.5) Surcharge for Classroom or Facility Service Fees and Liability

When organizations, such as school districts, assess a fee for the use of classroom space or equipment, the amount of that fee shall be pro-rated among the estimated minimum class enrollment for each course affected and a surcharge shall be added to the tuition assessed to students enrolling in the course. Students shall be informed of the amount and purpose of such fees.

Outreach institutions, the Montrose Education Center, and the Commission are not liable for theft, damage, or loss of equipment or damage to facilities of agencies providing these for instructional purposes. No liability is implied by any Outreach agent by contracting for use of facilities and equipment.

9. MINIMUM CLASS SIZE

Outreach administrators shall establish minimum class sizes which ensure that tuition revenues are sufficient to cover necessary operating expenses and the institution's System Support Contribution.

10. STUDENT QUALIFICATIONS AND SERVICES TO STUDENTS

(10.1) Student Admission

Policies governing the enrollment of off-campus students in individual courses and their admission to degree programs shall be consistent with those applicable to the admission of on-campus students by the sponsoring institution or as otherwise approved through all appropriate institutional processes.

Students enrolling in Outreach courses shall not be required to matriculate and to pay matriculation fees to the sponsoring institution. Outreach students may, upon deciding to complete a degree, apply and if accepted, be matriculated and become degree candidates.

(10.2) Required Registration

All persons who attend an Outreach class, credit or non-credit, shall be registered and shall pay all required tuition (and fees, if any). Faculty and staff of sponsoring institutions are not exempt from this policy.

Faculty and staff of sponsoring institutions may be enrolled in Outreach courses on a space-available basis when minimum enrollment levels have been reached for reduced tuition at not less than 50 percent of regular tuition. The System Support Contribution shall be assessed in full for student credit hours (or inputted hours) so generated.

(10.3) Space Available Registration for Senior Citizens

Persons age 62 or older may be registered without payment of tuition on a space available basis after the institution has determined that the class enrollment exclusive of such persons is adequate to offer the course. No credit shall be offered for completion of such courses, but a certificate of completion may be awarded.

(10.4) Counseling

Counseling and other student personnel services should be made available to students in off-campus programs. When costs of providing these services can be demonstrated they may be included in the Outreach program budget.

(10.5) Financial Aid

Contingent upon the availability of funds, institutions may offer financial aid to qualified Outreach students by agreeing to follow certain administrative procedures and policies. Institutions not previously agreeing to participate but who wish to do so should contact the CCE for details of the program.

(10.6) Student Fees

Student activity, health, or other non-instructional fees shall not be mandatory for Outreach students. The services may be offered to students enrolling in credit courses and, when accepted, the fees may be charged. Facility use fees shall not be assessed by the Outreach institution.

(10.7) Student Financial Obligation

Any student owing tuition shall not be permitted to re-enroll or to have transcripts issued until the tuition balance has been paid.

11. FACULTY STANDARDS

(11.1) Instructor Qualifications

Instructors in off-campus credit courses, if not members of the resident faculty, shall have qualifications equivalent to those required of regular, on-campus faculty appointed to teach the same courses in the resident program. Off-campus instructors are subject to the same approval and evaluation processes required of resident program faculty.

(11.2) Use of Faculty from Other Outreach Institutions

Use of faculty from other Colorado Outreach institutions who meet the qualifications of the institution sponsoring the off-campus program is encouraged. When instructors are secured from another institution, that institution should be invited, through its designated Outreach officer, to co-sponsor the course(s) and, if it wishes to do so, to be given all appropriate recognition in announcements and other publicity.

(11.3) One-Class Limit

An otherwise fully-employed instructor normally shall teach no more than one class or the equivalent of one class per term in any off-campus program unless this limit has been expressly modified by the chief academic officer or appropriate school or college dean of the institution in which he is regularly employed.

(11.4) Dean's Approval

As a condition of teaching in an off-campus program, full-time resident faculty and adjunct faculty shall have prior approval of the appropriate academic dean acting in conjunction with the designated Outreach officer.

(11.5) Faculty Responsibility

Any individual who agrees to teach an Outreach class and becomes the "instructor of record" must actually serve as the primary instructor. Substitute teachers may not be assigned except in cases of emergency. This policy does not preclude the use of outside resource personnel as long as they are used only to supplement instruction.

(11.6) Evaluation of Faculty

Provision shall be made by the institution for student evaluation of both faculty and course content in off-campus programs. A summary of student evaluation procedures should be submitted to the CCHE at the conclusion of each year.

12. PROGRAM AND COURSE APPROVAL: QUALITY CONTROL

(12.1) Responsibility for Academic Standards

Responsibility for course content, course requirements, examinations, grading standards, and course evaluation rests with the appropriate academic unit (school, college, or department). Such requirements and standards shall be comparable to those for on-campus instruction.

(12.2) Degree Program and Individual Course Review and Approval (In-State)

Any degree program or significant component of a degree program which is to be offered at off-campus locations in Colorado shall be offered through the Outreach Program and shall be approved by the Commission. Proposals are to follow the format included as Appendix H.

Individual courses or groups of courses not constituting a significant component of a specific degree program which are to be offered off-campus in Colorado are to be offered through the Outreach program under the approved Outreach policies.

(12.3) Out-of-State Courses

Courses offered within any of the seven states contiguous to Colorado (New Mexico, Arizona, Utah, Wyoming, Nebraska, Kansas, and Oklahoma) and offered under the terms of 23-5-116 (C.R.S. 1973, amended 1983) and with the approval of the institution's governing board may be offered as part of the Outreach Program. Courses to be offered beyond those states also may be offered as part of the Outreach Program but require the special approval of the Commission as well as that of the institution's governing board. Policies and procedures relating specifically to out-of-state course delivery may be requested from the Commission.

(12.4) Exclusions from the Policies on Out-of-State Programs and Courses

The following types of programs and courses are excluded from the policies concerning out-of-state programs and courses.

- A. Class excursions which are provided to supplement the institution's regular curriculum and are offered only through the Outreach Program);

- B. Correspondence courses and instruction delivered via television, videotape, or other mass media (which are to be offered only through the Outreach Program);
- C. Study-abroad programs which are administered on-campus and offered primarily for the benefit of regularly enrolled students; and
- D. Internships, cooperative education experiences, and student teaching arranged for sites outside of Colorado which are offered primarily for the benefit of regularly enrolled students.

(12.5) Applicability of Credits Toward Degrees

All credit courses offered through Outreach shall be applicable toward a degree from the sponsoring institution as elective or required subjects and shall be listed in the institution's general catalog. New courses in approved programs may be offered for credit off-campus when they have received formal approval by the appropriate faculty, institutional committees, and administrative officers. Courses offered off-campus shall only be those which are in a discipline or field approved and at the level approved by CCHE for offering by the sponsoring institution.

(12.6) CEU Standards

When instruction is offered for Continuing Education Units (CEU) the criteria and guidelines for the offering of CEU as established by the Council on the Continuing Education Unit shall be followed.

(12.7) Holding of Scheduled Classes

When instruction involves regularly scheduled classes, all classes shall be held, or, in the event of emergency, make-up classes shall be held.

(12.8) Responsibilities of Higher Education Institutions to Ensure Quality of Instruction Offered to School Personnel in Cooperation with School Districts

The quality of continuing education provided to teachers, administrators, and other school personnel was the subject of two Commission-sponsored conferences in 1980-81. One outcome was the delineation of separate school district and higher education institution responsibilities which, when completed, would tend to increase the probability of high quality in the programs. The following responsibilities were identified as those of higher education institutions when they sponsor instruction in cooperation with or upon the request of school districts.

- A. Offering instruction to meet the needs identified by the school district, through non-credit, Continuing Education Unit, or degree credit courses. The determination of whether a course will be offered non-credit, for CEU, or for degree credit rests with the institution. Any degree credits awarded, however, shall be applicable to the institution's academic degrees.

- B. Having a syllabus available for all courses.
- C. Assigning faculty members to instruct classes for which they have the requisite educational background, experience, and demonstrated ability to ensure a high probability of success. Substitution of instructors with others who have not been through the complete formal approval process is not permitted.
- D. Ensuring that textbooks, reference materials, and other needed instructional materials are provided.
- E. Ensuring that classes are held as scheduled, that students are assigned appropriate academic work, and that assigned work is completed.
- F. Having evaluations of courses and instructors carried out and results made available to the school district as well as to the instructor and his academic unit.

(12.9) Quality Indicators for all Outreach Courses

A. Documents to be Prepared and Kept on File

For each Outreach class offered, the sponsoring institution's Outreach administrative unit shall have the following documents on file:

- 1. A course syllabus approved by the appropriate academic unit (which should include a listing of all essential learning materials).
- 2. Credentials of all instructors who are not members of the regular faculty;
- 3. A detailed plan for student evaluation of all Outreach instructors;
- 4. Copies of student evaluations for the preceding term; (evaluations may be turned over to academic units after one term has elapsed);
- 5. A report of the evaluation of each adjunct instructor as performed by a member of the regular faculty or by an administrative officer of the institution (which may be the designated Outreach officer). Such evaluations should be performed during one of the first two terms in which the instructor teaches. The reports should be kept on file as long as the instructor continues to teach. Re-evaluation should be performed at a reasonable interval.

B. Contact Hour Requirements

Each class offered through Outreach shall have the same number of minutes of contact per credit awarded as is required on-campus. Variations in contact time may be desirable in certain non-traditional formats, but these should be specifically approved by the appropriate academic unit.

1. Lecture Classes. State policy stipulates that a minimum of 750 minutes, fifteen 50-minute lecture classes per semester, be held for one semester credit; or, for the quarter system, 500 minutes or ten 50-minute lecture classes for one quarter credit.
2. Field Instruction. A minimum of 1875 minutes or 31½ hours per semester credit; 1250 minutes and twenty-five 50-minute classes per quarter credit.
3. Laboratory. A minimum of 1500 minutes or thirty 50-minute classes per semester credit; 1000 minutes, twenty 50-minute classes per quarter credit.
4. Physical Education Activity Course. A minimum of 1500 minutes or thirty 50-minute classes per semester credit; 1000 minutes, twenty 50-minute classes per quarter credit.
5. Private Instruction. A minimum of 375 minutes per semester credit; 250 minutes per quarter credit.
6. Recitation, Discussion, Seminar--same as lecture classes.
7. Studio-Art. A minimum of 1500 minutes or thirty 50-minute classes per semester credit; 1000 minutes, twenty 50-minute classes per quarter credit.
8. Studio-Music. A minimum of 1875 minutes or 31½ hours per semester credit; 1250 minutes, twenty-five 50-minute classes per quarter credit.
9. Instructional Lab (individualized instruction using tapes, films, and other media without direct faculty supervision); Independent Study (a student project with minimal faculty direction); and Practicum (work-oriented instruction involving the implementation of classroom or laboratory experience under the direct supervision of a faculty member). A minimum of 1500 minutes or thirty 50-minute classes per semester credit; 1000 minutes, twenty 50-minute classes per quarter credit.

13. CREDIT EARNED IN OFF-CAMPUS PROGRAMS

(13.1) Off-Campus Credit Undifferentiated from Campus Credit

Credit shall be awarded and entered on the student record without distinction between on-campus and off-campus courses. Credits earned in off-campus courses shall be considered to be the same as those earned in on-campus courses for the purposes of meeting residency or other requirements in degree programs of the institution.

(13.2) Student Advising on Degree Requirements

Students enrolling in off-campus courses with a view toward meeting requirements of a particular degree program in a particular institution are to be advised of the need to obtain written assurance that the course in question will fulfill a requirement of that program. Students interested in pursuing degree programs should be encouraged to apply for admission to such programs at the earliest possible date.

14. POLICIES ON INDEPENDENT STUDY

(14.1) Initiation of New Independent Study Courses

A. Policies

The Colorado Consortium for Independent Study was formed to enable institutions to develop cooperative programs, to coordinate their efforts to develop and publicize their independent study programs, and to prevent duplication of courses. New courses can and should be developed by institutional members of the Consortium, but there should be assurance that a planned new course does not duplicate an existing course being planned by another institution.

Consortium members shall submit information on each planned independent study course to the CCHE Outreach Program administrator, the coordinator of the Consortium, for determination of possible course duplication. Approval to initiate the course shall be received by the institution before any agreements are made with faculty members or other persons to begin the preparation of the course. The CCHE Outreach Program administrator will determine through analysis of institutional catalogs and appropriate consultation with institutional representatives whether or not duplication in course content exists.

In case two institutions propose the same new course, the Consortium membership may be asked to determine which institution should actually develop the course. In any circumstance where an institution disagrees with the determination of the CCHE Outreach Program administrator, it may ask for Consortium review. If disagreements remain, such matters shall be referred to a committee of the deans and directors of the member institutions and ultimate resolution, if needed, shall be the responsibility of the CCHE.

B. Procedures

An institution wishing to begin preparing a new independent study course shall submit a memorandum to the OCHE Outreach Program administrator with the following information:

Course Number
Course Title
Course Description

New information on existing independent study courses which are being revised also shall be submitted.

For college credit courses this information shall come from the institution's general catalog. Only credit courses which have been approved through all institutional procedures shall be prepared for independent study.

(14.2) Revision of Independent Study Courses

Independent study courses shall be reviewed for possible revision by the sponsoring institution at least every three years.

(14.3) Chair of the Consortium for Independent Study

The chair of the Consortium shall rotate annually among the institutional member representatives.

(14.4) Refunds for Independent Study Courses

Refunds for independent study courses shall not be granted beyond forty (40) days from the date upon which the student enrolled. Within the forty day period institutions may grant partial refunds, if they wish.

(14.5) Basis for System Support Determination for Independent Study Courses

The System Support Contribution (SSC) shall be determined upon the basis of courses completed in a given term.

15. FACILITIES

(15.1) Suitable Facilities

The sponsoring institution is responsible in every case for assuring that appropriate classroom, laboratory, and library facilities are available prior to announcement of a course.

(15.2) Donation of Facilities

Colorado public educational institutions should provide facilities without charge to both on-campus and off-campus credit instruction programs offered through the Outreach Program.

16. SPACE AVAILABLE PROGRAMS

Institutions may enroll students through Outreach in on-campus resident classes after regular registration when minimum institutional class enrollment limits have been met but when space for additional enrollment remains. Students enrolling in Space Available programs will be accounted for as Outreach students only. The institution shall be responsible for the System Support Contribution for the student credit hours generated. Students enrolling in Space Available ordinarily shall have continuing education purposes for enrolling, be non-degree, be enrolled on a part-time basis, and shall pay Outreach tuition rates.

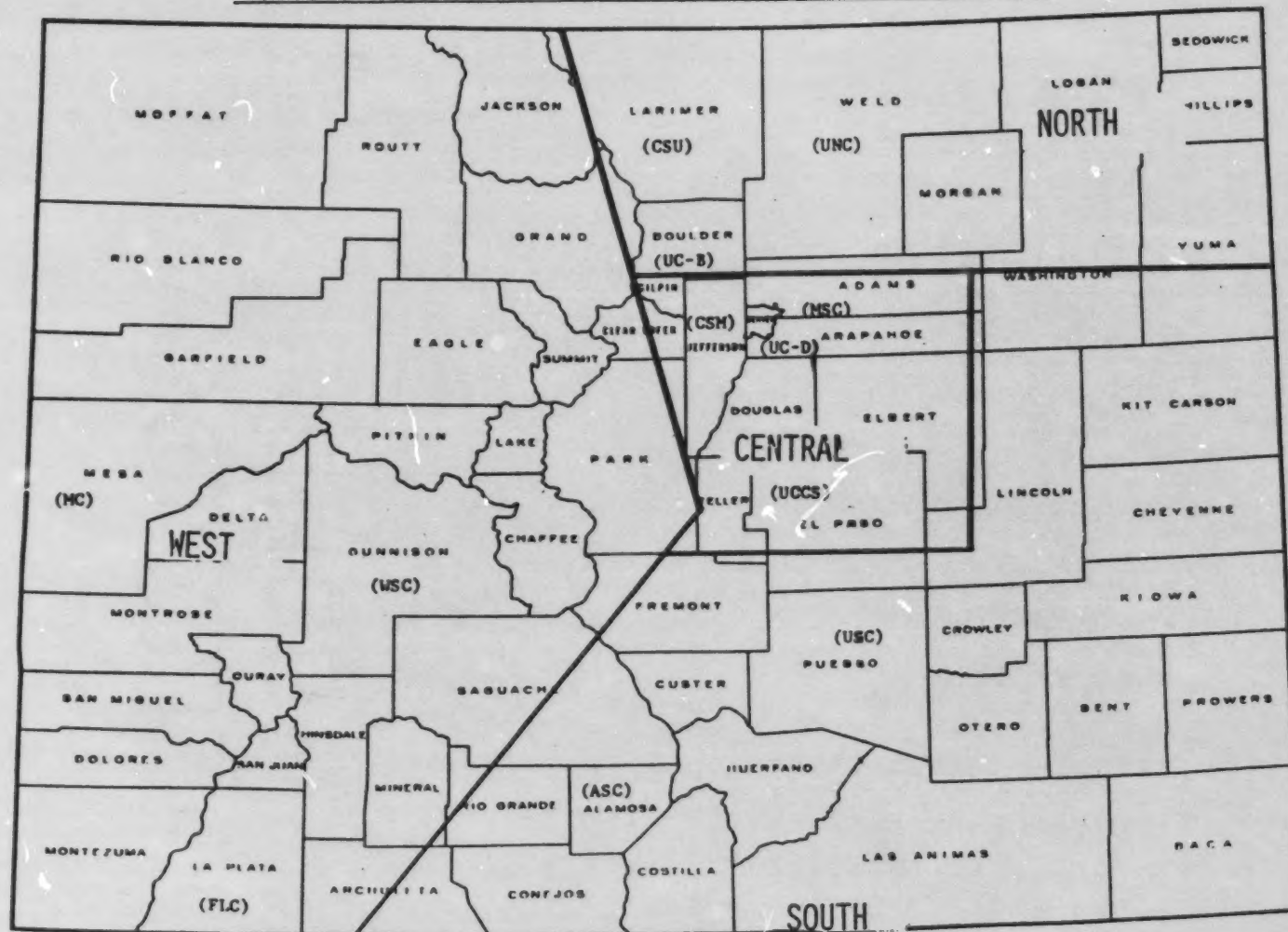
The Outreach administrative unit shall collect all tuition (and fees when appropriate) and may reimburse academic and academic support units of the institution for reimbursable direct administrative and instructional expenses associated with the Space Available program. Such reimbursements shall not exceed two-thirds of the amount received in tuition and fees.

APPENDIX

- A. Outreach Advisory Committee Regions for Representation (Map)**
- B. Primary Service Areas (Map)**
- C. Military/Outreach Forms**
- D. Institutional Outreach Program Budget Request**
- E. B-2 Instruction Manual**
- F. Policy Compliance Form**
- G. Montrose Education Center Class Report Form**
- H. Outreach Degree Program Proposal Format**
- I. Year-End Financial Report**

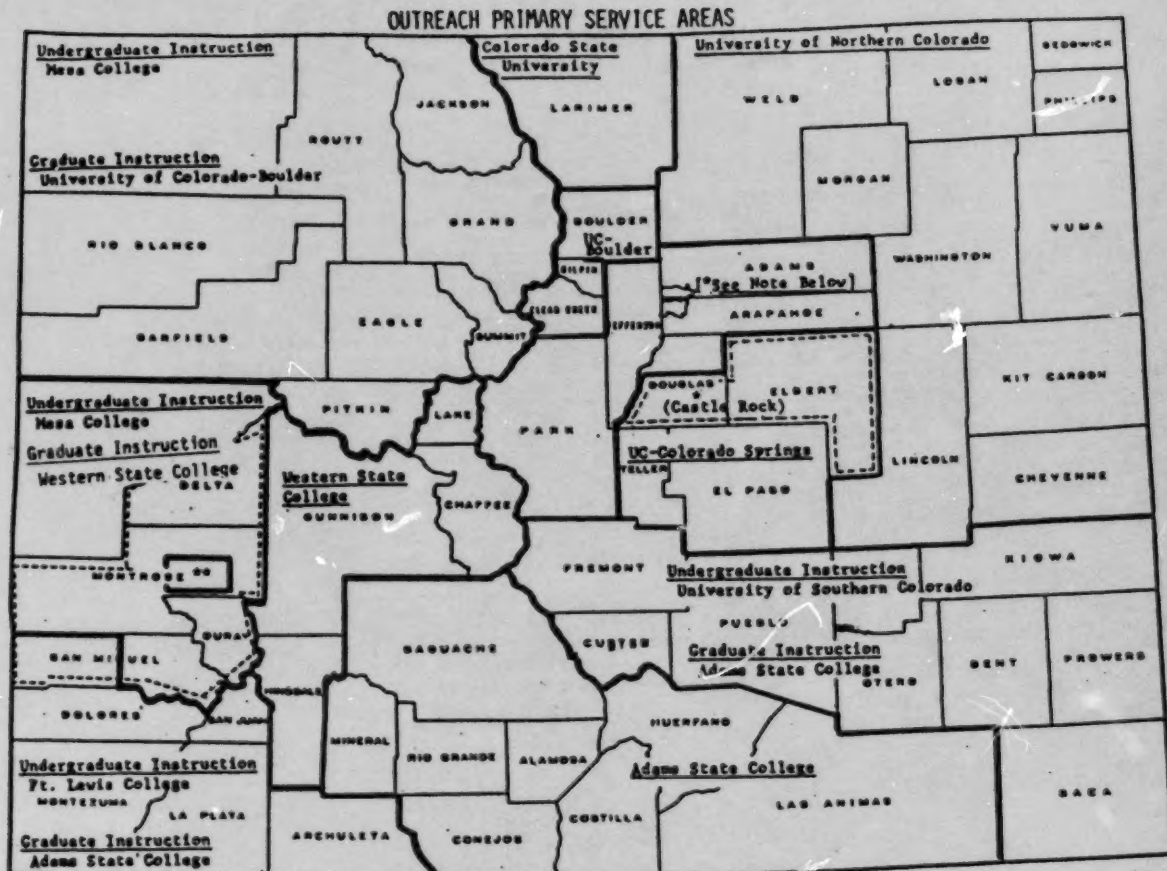
APPENDIX A

REGIONS FOR INSTITUTIONAL REPRESENTATION ON THE OUTREACH ADVISORY COMMITTEE



Appendix A

APPENDIX B



- *NOTE: • Four-county Denver metropolitan area composed of Denver, Jefferson, Adams, and Arapahoe Counties is served by the Outreach Programs of UC-Boulder, UC-Denver, UNC, and CSU, and by MSC. In addition, Park County and northern Douglas County are served by the Outreach Programs of UC-Boulder, UC-Denver, UNC, and CSU. Outreach Programs in the metropolitan area are coordinated through the Denver Metropolitan Area Outreach Coordinating System.
- The unique programs of the Colorado School of Mines may be offered statewide.
- The area enclosed by dotted lines, Elbert and southern Douglas Counties, is assigned to UNC for programs in education.

** The Montrose Education Center serves Montrose, Delta, Ouray, and San Miguel Counties. Instruction may be provided by any state institution to respond to educational needs of the area. (The service area is enclosed by dotted lines on the map above.)

BEST COPY AVAILABLE

2/84

APPENDIX C

**Military Installation Letterhead
as appropriate**

(Addressee: Chief Academic Officer)

Dear _____:

This office has determined the need among military personnel and civilian employees for the courses or programs of instruction listed on the enclosed form to be offered on this installation. In accordance with the policy of the Colorado Commission on Higher Education, we are requesting your institution as the nearest appropriate institution to provide the instruction needed.

If your institution is able to provide all or part of the educational opportunities requested, please notify this office by (date, two weeks later) so that we can initiate the procedures with your office of continuing education to offer the course on the installation. If part or all of the request cannot be met, please let us know so that another institution can be contacted. Commission on Higher Education procedures call for referral of the request to other state colleges or universities as directed by the Commission first, then to out-of-state institutions, if necessary.

Thank you for your attention to this request.

Sincerely,

Military Education Director

cc: Institutional Chief Executive Officer
Institutional Continuing Education Officer
OCHE Outreach Director

COURSE REQUEST FORM
(Military Installation Programs)

1. Requesting Military Installation: _____
2. Term and Year Instruction Requested For: _____
3. Courses of Instruction (or Program) Requested:
[Indicate for each course or program: if Lower Division (LD),
Upper Division (UD), or Graduate Level (G).]

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4. Special Criteria or Needs, if any:

5. Signature of Requesting Officer: _____

Date of Request: _____

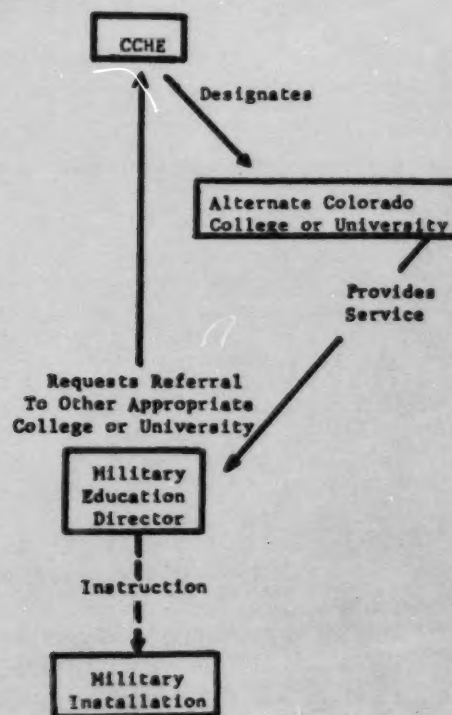
Original: Institutional Chief Academic Officer

Copies: Institutional Chief Executive Officer
Institutional Continuing Education Officer
CCHB Outreach Director

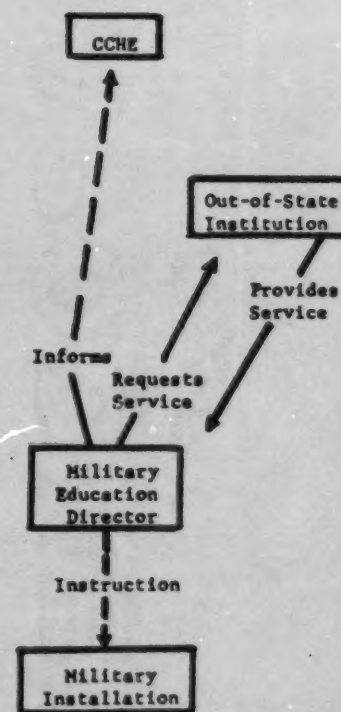
PROCEDURES FOR MILITARY EDUCATION REQUESTS



STEP I



STEP II



STEP III

- PROCEDURES:
- (1) Seek services from nearest Colorado public institution; if not available, go to Step II.
 - (2) Request CCHE to designate alternate public institution(s); request services; if services not available, go to Step III.
 - (3) Seek services from out-of-state institution; inform CCHE.

APPENDIX D

COLORADO COMMISSION ON HIGHER EDUCATION
1300 Broadway, Second Floor
Denver, Colorado 80203

Institutional Outreach Program Budget Request

I. SUMMARY

Institution: _____

For Year 19____ - ____

PROJECTED ENROLLMENT AND REVENUE

	<u>Enrollment</u>	<u>Student Credit Hours</u>	<u>Income</u>
Credit Program	_____	_____	\$ _____
Non-Credit Program	_____	(Imputed)	\$ _____
Special Fees; Other Sources of Revenue (Identify)			
_____			\$ _____
_____			\$ _____
_____			\$ _____
	TOTAL REVENUE		\$ _____

EXPENSES

	<u>Percent of Total Expenses</u>	
Instructional	_____ %	\$ _____
Administrative (Provide cost breakdown on page 3)	_____ %	\$ _____
System Support Contribution	_____ %	\$ _____
Based on generation of _____ student credit hours x \$.90		

(Continues on page D-2)

INSTITUTIONAL OVERHEAD

\$ _____

Institutional overhead is limited to not more than 8 percent of Outreach personnel costs, both administrative and instructional, at institutions whose Outreach Program gross expenses are less than \$1 million. Institutional overhead is limited to not more than 6.5 percent of gross expenses of the Outreach Program at institutions whose gross expenses are over \$1 million. Direct costs of institutional services provided to the Outreach Program, if any (e.g. admissions, record-keeping, computer services, facilities for offices and classrooms, and any contributions to academic or administrative units), shall be included in the maximum overhead amount claimed. If lower, the costs of such services may be charged to the Outreach Program in lieu of overhead. Institutions may provide support services at no cost to the Outreach Program and may waive overhead charges.

TOTAL EXPENSES

\$ _____

NET

\$ _____

Signed: _____ Date: _____ Signed: _____ Date: _____

INSTITUTION'S OUTREACH
DIRECTOR

INSTITUTION'S VICE
PRESIDENT FOR
ACADEMIC AFFAIRS

II. ADMINISTRATIVE AND OVERHEAD COST BREAKDOWN

	<u>Number of Individuals</u>	<u>FTE</u>	<u>Compensation/Expenditures</u>
1. Personal Services			
a. Outreach Administrators	_____	_____	\$ _____
b. Outreach Program Coordinators	_____	_____	\$ _____
c. Professional Classified Staff	_____	_____	\$ _____
d. Clerical Support Staff	_____	_____	\$ _____
e. Hourly Employees	_____	_____	\$ _____
2. Administrative Travel			\$ _____
3. Other Current Expense (Identify Major Items)			
a. _____			\$ _____
b. _____			\$ _____
c. _____			\$ _____
d. _____			\$ _____
e. _____			\$ _____
4. Capital Outlay (Identify Major Items)			
a. _____			\$ _____
b. _____			\$ _____
TOTAL ADMINISTRATIVE COSTS			\$ _____
Direct and Indirect Costs of Support Services (Institutional Overhead)			\$ _____

Institutional overhead is limited to not more than 8 percent of Outreach personnel costs, both administrative and instructional, at institutions whose Outreach Program gross expenses are less than \$1 million. Institutional overhead is limited to not more than 6.5 percent of gross expenses of the Outreach Program at institutions whose gross expenses are over \$1 million. Direct costs of institutional services provided to the Outreach Program, if any (e.g. admissions, record-keeping, computer services, facilities for offices and classrooms, and any contributions to academic or administrative units), shall be included in the maximum overhead amount claimed. If lower, the costs of such services may be charged to the Outreach Program in lieu of overhead. Institutions may provide support services at no cost to the Outreach Program and may waive overhead charges.

TOTAL ADMINISTRATIVE AND OVERHEAD COSTS \$ _____

III. NARRATIVE

Narratively describe the main thrusts of your institution's planned component of next year's Outreach Program. Emphasize the significant changes expected or planned in your program.

Identify:

- the counties in which the majority of your program will be delivered;
- the major types of programs to be emphasized (e.g. school district contract programs, non-credit business-oriented; undergraduate open classes);
- any unique or discrete new programs that represent a special sub-category of your program; (these are to be budgeted in section IV, below);
- programs planned for statewide delivery next year.

IV. NEW SUB-PROGRAM RATIONALE AND BUDGET(S)

For each new, major, planned sub-program, complete this program budget format.

1. Program title or brief identification: _____.
2. To what clientele is this program aimed? _____.
3. At what locations or in what county(ies) will the program be delivered _____.
4. Briefly describe the method for the delivery of the instruction: _____.
5. Why, or upon whose initiative, was the program developed? _____.
6. Estimated enrollment: _____.
7. Fiscal projections --

Estimated total revenue	\$ _____
Estimated total expenses	\$ _____

V. COMPARATIVE DATA
FOR PRIOR, CURRENT, AND REQUEST YEARS

	1983-84 Actual	1984-85 Estimated	1985-86 Projected
Total Number of Classes			
Total Number of Enrollments			
Total Expenses	\$	\$	\$
Total Revenues	\$	\$	\$
Total SSC			

APPENDIX E

B-2 INSTRUCTIONS

FOR

1984-85

**Instructions for Reporting Administrative, Program,
and Financial Data for the Outreach Program**

Colorado Commission on Higher Education

B-2 CODING AND PROCESSING INSTRUCTIONS

Each institution participating in the Outreach system should prepare data in the manner prescribed below. Paragraph 1 describes the programs that are used by the institution's computer center to process and reformat the data to submit to the CCHE Outreach Program director. The remainder of the instructions describe the types of data to be reported and how they are to be coded in the coding sheets. Specimen coding sheets, which may be copied, are included at the back of this manual. Figure 1 is a flowchart which shows the steps in the processing of the B-2 data.

1. Mandatory Format of Data Submission to CCHE

The Outreach program director at the institution should submit the completed data forms (described in section 2) to the institution's computer center for processing. The data on the forms are input into programs JBIK (edit and reformat data) and JBIM (update file and print proof listing). These are the same programs as used in 1983-84. The General Government Computer Center (GGCC) has provided each participating institution's computer center with the appropriate documentation and the necessary programs required to process the B-2 program data. An edit report is produced by program JBIK. The institution's Outreach director should correct all errors identified by the edit report and resubmit the data forms to the institution's computer center. This process should be repeated until an error free report is produced. A computer print-out proof listing of the final data, free of errors, and a tape of the reformatted data generating the report should be submitted at the end of the fiscal year (by August 31) to the CCHE Outreach Program director.

The institution's Outreach program director and the chief fiscal officer should sign-off on the end-of-year report before it is submitted to the CCHE.

The tape (output from the error-free JBIM program) submitted must meet the following specifications:

EBCDIC

Nine Track

Density - 1600 or 800 BPI

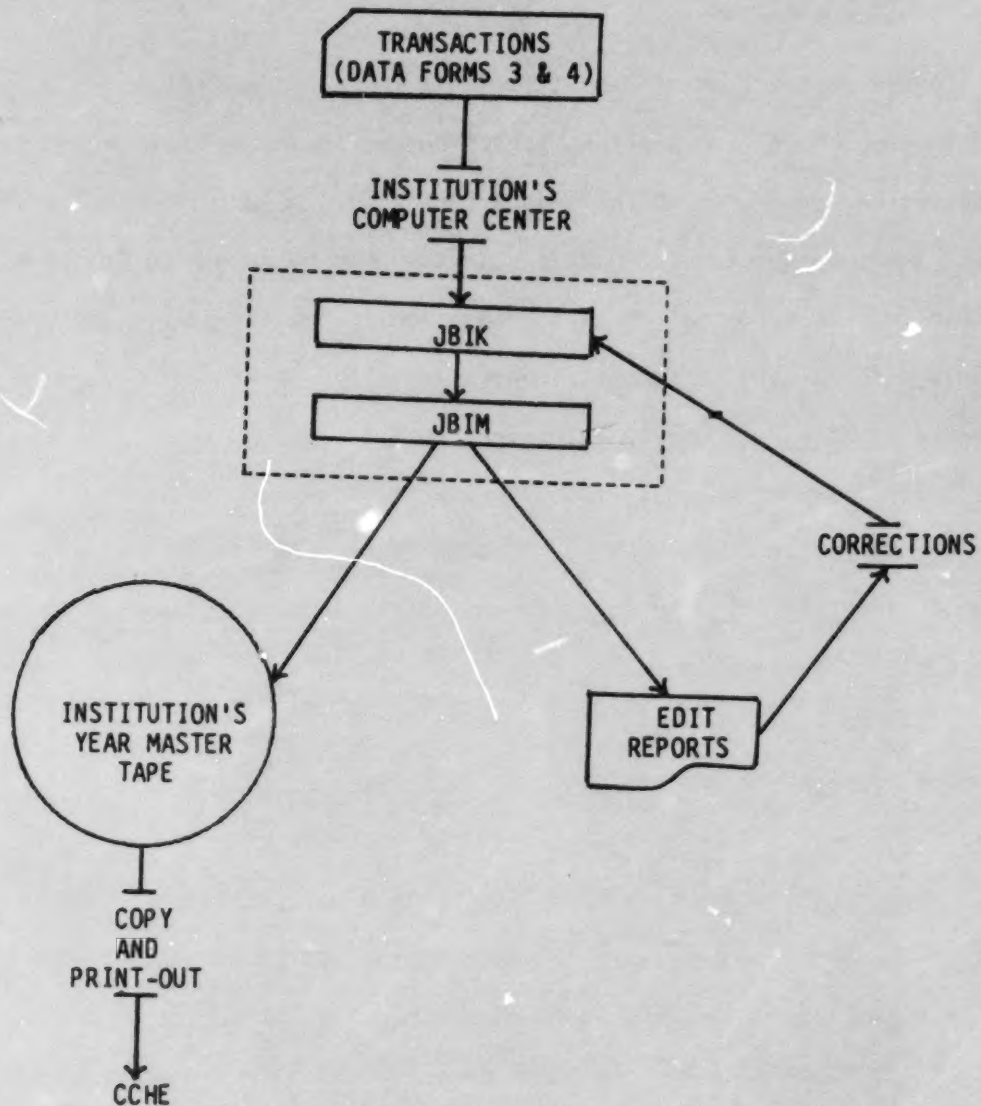
Record Length - 100

Block Size - 1,000

1 File Per Tape

Labeled or Unlabeled

An external label must be affixed to the tape identifying the institution and the data. Tapes in the wrong format and/or with uncorrected errors will be returned to the institution for reprocessing. If the institution encounters difficulties, or needs copies of the edit programs, please contact the OCHE Outreach Program director for clarification prior to submitting a tape.

Figure 1FLOWCHART OF ADMINISTRATIVE, PROGRAM, AND FINANCIAL DATA INPUT
FOR THE OUTREACH PROGRAM

2. Data Forms

- A. The Administrative Data Form (Code 3) is designed to obtain data on the administrative FTE and expenses attributable to the Outreach program. The Code 3 report should be completed once for the entire year.
- B. The Course Instruction Data Form (Code 4) is designed to obtain information about each section of each course taught by each Outreach institution. One line of the Code 4 form should be completed for each class section taught. The Code 4 report should be completed for each course in each term, but submitted once for the entire year. The Code 4 form also is used to report financial data for each program type.

3. Sponsorship by More Than One Institution

In those instances where two or more institutions cooperatively sponsor a course, the course should be reported by each institution and each should identify only the total number of students enrolled with it and its portion of expenses.

4. Double-Listed Courses

A course recognized in more than one department of an institution (such a "English 101, same as Speech 101") should have an entry made under only one department, the one in which it is principally attached. Thus, if English 101 and Speech 101 are the same course and it is considered as primarily belonging to the department of speech, the full entry of course number, section number, etc., should be made for the speech course. An arbitrary decision may be required in some cases. A duplication of entries should not be made.

5. Overflow of Data

In the event that data overflow a field in the Administrative Data Form (Code 3) the following procedure should be applied:

- A. Enter all data in the other fields;
- B. In the field in which data overflow, enter as many data as possible (e.g., when five digits, such as 14,500, should be entered into a field of four spaces, enter 9 9 9 9 in the first entry);
- C. An additional entry should then be completed as follows:
 - 1) Code columns 1 through 8 only (term, year, institution);
 - 2) Enter the remaining data from the overflowing field. With 9 9 9 9 entered in the first entry and a total of 14,500 the additional entry in the same field should be 4 5 0 1;
 - 3) All other fields are left blank in the second entry;
 - 4) As many additional entries as needed may be made and all are coded in columns 1 through 8 only plus the additional partial data in the overflowed field.

6. How to Code Independent Study (Correspondence)

Because a student may enroll in an independent study course at any time and has a year (or more, with extensions) to complete the course, independent study is to be reported in two ways, as follows:

- A. New Enrollments. New independent study enrollments only are to be reported with the financial data. See the instructions on page E-15.
- B. Completed Independent Study Courses. An entry should be made for each course in which at least one student completed all course work and received a grade in that term. The following information should be included:

- 1) Department Number;
- 2) Course Number;
- 3) Section Number: may be left blank;
- 4) Credit Hours: credit value of the course, not student credit hours;
- 5) Enrollment: the total number of students who completed the course. (The System Support Contribution will be determined by this number.)
- 6) County: the code for the county in which the institution is located.
- 7) Class level;
- 8) HEGIS code: the 2-digit (plus zeroes) code; see the HEGIS code list, page E-18.
- 9) Expense and Revenue: leave blank.
- 10) Form Code: Code "4", in column 80.

7. Reporting Financial Data

Financial data are to be reported for instruction by "program type." Expense and revenue data are not included with the entries for each course. A separate expense and revenue entry is made for each program type, instead. Refer to the specific coding instructions below.

8. Courses Cancelled Which Incurred Expenses

Courses cancelled which incurred expenses, such as an instructor meeting the first class, should not be entered in the Course Instruction Data Form (Code 4). Those expenses should be considered as administrative expenses and entered in the Administrative Data Form (Code 3).

9. B-2 Data Corrections

Institutions can correct errors by submitting correcting data to their computing centers. An institution may amend data already in the file as follows:

- A. To add new records to the file (including records printed in the diagnostic report because of errors), code the records in the same manner as for the original set of data.
- B. To change fields in records already in the file, the complete record must be coded like the original data set. The new record will replace the old one in the file.
- C. To delete records from the file:
 - 1) The "Code 3" record, a single record, cannot be deleted, but an error in data originally submitted can be corrected by submission of a replacement record.
 - 2) To delete a "Code 4" record, code:
 - (a) TERM and YEAR in columns 1 through 4;
 - (b) INSTITUTION NUMBER in columns 5 through 8;
 - (c) PROGRAM TYPE in column 9;
 - (d) DEPARTMENT NUMBER in columns 10 through 14;
 - (e) COURSE NUMBER in columns 21 through 25;
 - (f) SECTION NUMBER in columns 26 through 31;
 - (g) CREDIT HOUR VALUE in columns 32 through 34;
 - (h) "6" in column 80 (the form code column).

The Department, Course, Section Numbers and Credit Hours should be entered as they appeared in the proof listing since this is how they are written in the record.

Specific Coding Instructions
Administrative Data Form (Code "3")

Column

- 1-4 YEAR: The first four columns identify the academic year; use the following code for 1984-85: 0 8 4 5. (Since data are reported for the year as a whole, a zero is used in the Term position.)
- 5-8 INSTITUTION NUMBER: The institution number, beginning with column 5, should be coded, using the number for the institution in the list on page E-18.
- 9-11 ADMINISTRATIVE FTE: Enter the full-time equivalent administrators assigned to the Outreach program. Coordinators of specific programs should be accounted for in the field 19-21. Assume 1 decimal. Zero fill; right justify. (Examples: 010 for 1 FTE; 015 for 1.5 FTE.)
- 12-18 ADMINISTRATIVE COMPENSATION: Compensation for the FTE reported above should be reported to the nearest whole dollar. Zero fill; right justify.
- 19-21 INSTITUTIONAL COORDINATOR FTE: Enter the number of FTE coordinators -- positions assigned to specific programs. Assume 1 decimal. Zero fill; right justify.
- 22-28 INSTITUTIONAL COORDINATOR COMPENSATION: Compensation for the FTE reported immediately above should be reported to the nearest whole dollar. Zero fill; right justify.
- 29-31 PROFESSIONAL CLASSIFIED STAFF FTE: Enter the number of FTE staff having professional responsibilities who are classified in the State Personnel System. Assume 1 decimal. Zero fill; right justify.

Column

- 32-38 PROFESSIONAL CLASSIFIED STAFF COMPENSATION: Compensation amount for the FTE reported immediately above should be reported to the nearest whole dollar. Zero fill; right justify.
- 39-41 CLERICAL SUPPORT FTE: Enter the number of FTE clerical positions assigned to Outreach responsibilities. Assume 1 decimal. Zero fill; right justify.
- 42-48 CLERICAL COMPENSATION: Compensation for the clerical FTE immediately above should be reported to the nearest whole dollar. Zero fill; right justify.
- 49-55 HOURLY SALARIES: Enter the total amount to the nearest whole dollar paid in salaries for hourly employees utilized in the Outreach program. Zero fill; right justify.
- 56-61 ADMINISTRATIVE TRAVEL COSTS: Enter the costs to the nearest whole dollar of travel of administrators and coordinators when associated with Outreach duties. Zero fill; right justify.
- 62-67 DIRECT AND INDIRECT COSTS OF INSTITUTIONAL SUPPORT: Enter the total amount to the nearest whole dollar reimbursed to the institution for direct and indirect costs of support to the Outreach program. (see policy section 4.3). Zero fill; right justify.
- 68-73 OTHER CURRENT EXPENSE: All other expenses not covered above are to be entered to the nearest whole dollar. Zero fill; right justify.
- 74-79 CAPITAL OUTLAY: Enter the sum of monies used for capital outlay to the nearest whole dollar. Zero fill; right justify.
- 80 FORM CODE: Always code as "3".

Specific Coding Instructions
(Course Instruction Form (Code "4"))

Institutions shall report course data independently of financial data. Financial data for the instructional program are to be reported for discrete program types instead of by individual classes. Instructions for reporting financial data are given in Section B, below.

A. INSTRUCTIONS FOR REPORTING COURSE DATA

These data are to be reported by individual class. Each class entry shall be completed through column 46. The financial data fields beginning with column 47 and continuing through column 79 must be left blank.

Column 80 must be coded "4".

Column

- 1-4 TERM and YEAR: The first column identifies the term and the next three columns the academic year. (If a class overlaps two academic terms, report the class in the term in which the class ends.) If data are reported only for the full year, which is acceptable, the first column should be coded "1". Otherwise, use the codes to identify the terms and the year for the 1984-85 program as follows:

<u>Quarter</u>			<u>Semester or Trimester</u>		
<u>Term</u>		<u>Code</u>	<u>Term</u>		<u>Code</u>
Summer	1984	1 845	Summer	1984	1 845
Fall	1984	2 845	Fall	1984	2 845
Winter	1985	3 845	Between term activities		3 845
Spring	1985	4 845	Spring	1985	4 845

- 5-8 INSTITUTION NUMBER: The institution number, beginning with column 5, should be entered, using the code number for the institution in the list on page E-18.

9 PROGRAM TYPE:

<u>Code</u>	<u>Program Type</u>
1	Non-Credit
2	Contract
3	Independent Study
4	Space Available
5	Open Classes
6	Extraordinary

- 10-14 DEPARTMENT NUMBER: The department number is assigned by the institution. Use the same numbering system as is used for the "Resident Classes Taught Report" (Form B-1) submitted to the OCHE. May include alpha characters. This data field is to be right justified and zero filled. May not be blank.
- 15-20 DEPARTMENT NAME: The department name is ~~to be~~ abbreviated to not more than six characters. Use the same name for the department that is used on-campus. This data field is to be left justified. May not be blank.
- 21-25 COURSE NUMBER: The course number should be the same as that listed in the institution's catalog. In most instances alpha characters are used as a suffix. Use columns 21-23 for the numeric portion of the course identification (right justify and zero fill) and columns 24 and 25 for the alpha (left justify). May not be blank.
- 26-31 SECTION NUMBER: Class sections of a course should be numbered or lettered in accordance with the institution's usual pattern of designation. Each class section should be entered on a separate line. Thus, if English 101 is taught in five sections, each of the five sections should be reported on a separate line. This data field is to be right justified and zero filled.

32-34 CREDIT-HOUR VALUE: The credit-hour value should be reported in semester or quarter hours in accordance with the standard practice of the institution. THESE COLUMNS MAY NEVER BE LEFT BLANK OR COMPLETELY ZERO FILLED. This data field is to be right justified and zero filled. Column 34 is the decimal position; if the class is reported with credit value in whole numbers (e.g., 3 credit hours), column 34 should have a zero.

Credit Value Data Field Example:

Columns:

32	33	34
0	3	0 = 3.0 credit hours
0	0	5 = 0.5 credit hours
0	5	5 = 5.5 credit hours
1	2	0 = 12.0 credit hours

Credit for courses having both lecture and laboratory sections should be prorated to the nearest whole number for each. For example, a four-credit chemistry course consisting of three one-hour lecture sessions and one three-hour laboratory each week would be reported on two lines of the report form: one line, reporting the appropriate information for the lecture portion of the class; the next line, also with all columns completed, reporting the laboratory information.

Non-credit courses must use an imputed value of credit hours even though the class will be reported as "non-credit." Fifteen contact hours equals one semester credit. Do not report unscheduled laboratory or other special class sessions for which no credit is granted. Honors courses and other courses which satisfy institutional degree requirements but which have no designated credit value should be assigned an appropriate credit value by the reporting institution.

Separate entries should be made for such classes for each specific value of credit and the enrollment reported as the number of persons receiving that amount of credit.

A course having variable credit should be reported with separate entries for each credit value. The enrollment reported for each entry should be the number of students receiving that amount of credit.

Column

- 35-38 ENROLLMENT: Report the number of students carried on the official class list for each section. This data field is to be right justified and zero filled. (New independent study enrollments are not reported here but rather with financial data. See part B, following.)
- 39-41 COUNTY: Code each entry by the code for the county in which the course was taught. See the county code list on page E-19. This data field is to be right justified and zero filled.
- 42 COURSE LEVEL: The following codes should be used to identify the level of the course:

<u>Code</u>	<u>Level</u>
1	High School/Remedial
2	Non-Credit (always use this code when the program type is Non-Credit)
3	Lower Division
4	Upper Division
5	Graduate

Included under High School/Remedial should be developmental courses taken preparatory for admission to occupational-technical, university parallel-college transfer, or bachelor's degree programs.

Courses designed primarily for freshmen and sophomores should be reported as "Lower Division". Courses designed for juniors and seniors and not normally open to freshmen and sophomores are "Upper Division." Courses designed for students enrolled in masters, post-graduate professional, or doctoral programs should be reported as "Graduate."

Courses coded as non-credit program type (column 9) must also be coded as non-credit course level in column 41. Open Classes offered for credit for which a student might enroll on a non-credit basis should be reported only at the actual level of the class (e.g., "lower division") and not as course level Non-Credit.

- 43-46 HEGIS TAXONOMY CODE: All HEGIS entries should be the 2-digit (plus two zeroes) codes from the HEGIS code list on page E-18.
- 47-79 FINANCIAL DATA FIELDS: MUST BE LEFT BLANK.
- 80 FORM CODE: Always code as "4".
-

B. INSTRUCTIONS FOR REPORTING FINANCIAL DATA

Financial data may be reported in any of three ways: (1) through the B-2 system using the instructions that follow; (2) using the Year-End Outreach Financial Report found as Appendix I in the 1984-85 Outreach policies and procedures manual; or (3) using the institution's official end-of-year report for the Outreach Program. Regardless of the reporting format the signatures of the institution's chief fiscal officer and Outreach director should be affixed.

A single entry is to be made for each program type which shows the total expenditures and revenues for that program type. Program types are:

- 1 Non-Credit
- 2 Contract
- 3 Independent Study *
- 4 Space Available
- 5 Open classes
- 6 Extraordinary

* For the Independent Study program only, enter the number of new enrollments in columns 35-38.

Column

- 1-4 **TERM and YEAR:** The first column identifies the term and the next three columns the academic year. (If a class overlaps two academic terms, report the class in the term in which the class ends.) If data are reported only for the full year, which is acceptable, the first column should be coded "1". Otherwise, use the codes to identify the terms and the year for the 1984-85 program as follows:

<u>Quarter</u>			<u>Semester or Trimester</u>		
<u>Term</u>		<u>Code</u>	<u>Term</u>		<u>Code</u>
Summer	1984	1 845	Summer	1984	1 845
Fall	1984	2 845	Fall	1984	2 845
Winter	1985	3 845	Between term activities 3 845		
Spring	1985	4 845	Spring	1985	4 845

- 5-9 To be coded the same as the course entries.

Code the remaining columns as follows:

- 10-14 DEPARTMENT NUMBER: Zero fill
- 15-20 DEPARTMENT NAME: LEAVE BLANK.
- 21-25 COURSE NUMBER: " "
- 26-31 SECTION NUMBER: " "
- 32-34 CREDIT-HOUR VALUE: " "
- 35-38 ENROLLMENT: " " Except enter new Independent Study enrollments. Zero fill; right justify.
- 39-41 COUNTY: " "
- 42 COURSE LEVEL: " "
- 43-46 HEGIS TAXONOMY CODE: " "
- 47-54 EXPENSE: Enter the total expense figure to the nearest whole dollar for the program type. Zero fill; right justify.
- 55-62 REVENUE: Enter the total revenue figure to the nearest whole dollar for the program type. Zero fill; right justify.
- 63-79 LEAVE BLANK
- 80 FORM CODE: Always code "4".

Institutional Number codes

Adams State College - - - - -	0620
Colorado School of Mines - - - - -	0300
Colorado State University - - - - -	0410
Fort Lewis College - - - - -	0510
Mesa College - - - - -	0625
Metropolitan State College - - - - -	0630
University of Southern Colorado - - - - -	0640
University of Colorado-Boulder - - - - -	0210
University of Colorado-Cororado Springs - - - - -	0240
University of Colorado-Denver - - - - -	0230
University of Northern Colorado - - - - -	0470
Western State College - - - - -	0660

HEGIS Codes

0100	Agriculture & Natural Resources
0200	Architecture & Environmental Design
0300	Area Studies
0400	Biological Sciences
0500	Business & Management
0600	Communications
0700	Computer & Information Sciences
0800	Education
0900	Engineering
1000	Fine & Applied Arts
1100	Foreign Languages
1200	Health Professions
1300	Home Economics
1400	Law
1500	Letters
1600	Library Science
1700	Mathematics
1800	Military Sciences
1900	Physical Sciences
2000	Psychology
2100	Public Affairs & Services
2200	Social Sciences
2300	Theology
4900	Interdisciplinary Studies

County Codes

Adams	001	Logan	075
Alamosa	003	Mesa	077
Arapahoe	005	Mineral	079
Archuleta	007		
Baca	009	Moffat	081
		Montezuma	083
Bent	011	Montrose	085
Boulder	013	Morgan	087
Chaffee	015	Otero	089
Cheyenne	017		
Clear Creek	019	Ouray	091
		Park	093
Conejos	021	Phillips	095
Costilla	023	Pitkin	097
Crowley	025	Prowers	099
Custer	027		
Delta	029	Pueblo	101
		Rio Blanco	103
Denver	031	Rio Grande	105
Dolores	033	Routt	107
Douglas	035	Saguache	109
Eagle	037	San Juan	111
Elbert	039	San Miguel	113
El Paso	041	Sedgwick	115
Fremont	043	Summit	117
Garfield	045	Teller	119
Gilpin	047		
Grand	049	Washington	121
		Weld	123
Gunnison	051	Yuma	125
Hindsdale	053		
Huerfano	055		
Jackson	057		
Jefferson	059		
		<u>Other States</u>	
Kiowa	061	Arizona	904
Kit Carson	063	Kansas	920
Lake	065	Nebraska	931
La Plata	067	New Mexico	935
Larimer	069	Oklahoma	940
		Utah	949
Las Animas	071	Wyoming	956
Lincoln	073	Other States	979
		Out-of-Country	980

APPENDIX F

Colorado Commission on Higher Education
1300 Broadway, 2nd Floor
Denver, Colorado 80203

OUTREACH POLICY COMPLIANCE SURVEY, 1984-85

Please check the appropriate space below, provide explanations as necessary, sign and date this form, and return it by April 1 to the Director of Outreach Programs, Colorado Commission on Higher Education.

Name of Institution _____

1. Name and title of the designated institutional Outreach officer. (2.1)

2. The institution responds to educational needs within its service area or facilitates a response by another institution. (2.2)

_____ Yes

_____ No; Explain: _____

3. Advertisements, publications, and announcements of Outreach programs, policies, and procedures are only authorized by the designated Outreach officer or the institutional chief executive officer. (2.3)

_____ Yes

_____ No; Explain: _____

4. Programs primarily are offered within the institution's assigned geographical service area and defined clearance procedures are followed when instruction is to be offered in another institution's service area. (3.1, 3.2)

_____ Yes

_____ No; Explain: _____

5. Courses delivered by television or other media are offered through the Outreach system. (3.3)

____ Yes

____ No; Explain: _____

6. Unique academic programs are offered, as available, statewide, but notification is provided at least 10 days in advance when such programs are to be offered in another institution's primary service area. (3.4)

____ Yes

____ No; Explain: _____

7. Credit courses offered are non-duplicative of instruction offered by local entities such as school districts, BOCES, or community colleges within their own districts. (3.5)

____ Yes

____ No; Explain: _____

8. Instruction offered on military installations is advertised only in publications for military personnel and the military's civilian employees except when the disclaimer is used in advertisements addressing larger audiences. (3.6)

____ Yes

____ No; Explain: _____

9. A preliminary plan by the institution for meeting educational needs within the primary service area is submitted to the CCHE as requested. (4.1, 4.2)

____ Yes

____ No; Explain: _____

10. Administrative expenses charged to Outreach are only those associated exclusively with Outreach activities. (4.3)

____ Yes

____ No; Explain: _____

11. No more than an amount equal to 8 percent of Outreach personnel costs, both administrative and instructional, at institutions whose Outreach program gross expenses are less than \$1 million; or no more than an amount equal to 6.5 percent of Outreach program gross expenses at institutions whose gross expenses are over \$1 million has been provided to the institution as reimbursement for overhead expenses and direct costs of services provided. (4.2, 4.3)

____ Yes

____ No; Explain: _____

12. Reimbursement for mileage and subsistence is made at rates not exceeding currently authorized state travel regulations. (4.5 B)

____ Yes

____ No; Explain: _____

13. A mid-year report of courses and enrollments was provided to the Commission by January 1. (5.1)

____ Yes

____ No; Explain: _____

14. The final, full-year, corrected B-2 print-out edit report, properly signed, and the computer tape were submitted by August 31. (5.2)

____ Yes

____ No; Explain: _____

15. End-of-year financial data, actual or estimated, were submitted by July 15. (5.2)

____ Yes

____ No; Explain: _____

16. The System Support Contribution was paid on or before March 1. (6.1)

____ Yes

____ No; Explain: _____

17. Imputed credit for non-credit classes is determined on the basis of 15 contact credit hours per semester credit (10 contact hours per quarter credit).

____ Yes

____ No; Explain: _____

18. System Support Contributions are paid in full on the basis of the approved current SSC rate per student credit hour. (6.3)

____ Yes

____ No; Explain: _____

19. Any surplus funds above actual Outreach expenses are used for additional Outreach activities consistent with outreach goals and policies. (6.4)

____ Yes

____ No; Explain: _____

20. Any unexpended Outreach income will be reported to the CCHE at the close of the current year and rolled-forward for the institution's Outreach program. (6.8)

____ Yes

____ No; Explain: _____

21. Tuition charges have been established for all Outreach instruction at the approved rates or above. (8.1, 8.2, 8.3)

☐ Yes

☐ No; Explain: _____

22. Refunds of student tuition are granted for course withdrawals only up to one-third of the class meetings or in accordance with a similar institutional policy. (8.4)

☐ Yes

☐ No; Explain: _____

23. A surcharge has been assessed to students in all cases where classroom, equipment, or facilities service fees have been charged. (8.5)

☐ Yes

☐ No; Explain: _____

24. No liability for theft, damage, or loss of equipment, or damage to facilities has been stated or implied. (8.5)

☐ Yes; Explain: _____

☐ No

25. Minimum class sizes have been established to ensure that revenues cover operating expenses. (9)

☐ Yes

☐ No; Explain: _____

26. Students are enrolled in Outreach courses or degree programs under policies consistent with those that apply to on-campus students at the sponsoring institution. (10.1)

☐ Yes

☐ No; Explain: _____

27. Students enrolling in Outreach courses are not required to matriculate and pay matriculation fees. (10.1)
- ____ Yes (not required)
- ____ No; Explain: _____
- ____
28. No persons attend Outreach classes who have not registered and paid tuition (except the sponsoring institution's faculty and staff who pay not less than 50 percent of tuition for registration on a space available basis). (10.2)
- ____ Yes (class attendees have paid tuition)
- ____ No; Explain: _____
- ____
29. Mandatory student activity, health, or other non-instructional fees are not charged to Outreach Students. (10.6)
- ____ Yes (fees not charged)
- ____ No; Explain: _____
- ____
30. Students having Outreach financial obligations are not allowed to re-enroll or to have transcripts issued. (10.7)
- ____ Yes (not allowed)
- ____ No; Explain: _____
- ____
31. Instructors of off-campus classes, if not members of the resident faculty, have all qualifications of faculty appointed to the resident faculty and are subject to the same approval processes as resident faculty. (11.1)
- ____ Yes
- ____ No; Explain: _____
- ____

32. When instructors are employed from the faculties of other Outreach institutions, the opportunity is made available for the instructors' institutions to co-sponsor. (11.2)

____ Yes

____ No; Explain: _____

33. Outreach instructors who are full-time members of the resident faculty are restricted to one Outreach class per term (unless the policy is expressly modified by the chief academic officer). (11.3)

____ Yes

____ No; Explain: _____

34. School and college deans are asked to give their approval before resident and adjunct faculty are employed to teach Outreach classes. (11.4)

____ Yes

____ No; Explain: _____

35. "Instructors of record" actually serve as the primary instructor in all Outreach courses. (11.5)

____ Yes

____ No; Explain: _____

36. Student evaluations of Outreach faculty and course content are conducted. (11.6)

____ Yes

____ No; Explain: _____

37. Outreach course quality standards are comparable to those of courses in the resident program (e.g. course content, requirements, examinations, grading, etc.). (12.1)

____ Yes

____ No; Explain: _____

38. Planned degree programs or major components of degree programs in Outreach are proposed formally to the OCHE. (12.2)

____ Yes

____ No; Explain: _____

39. Out-of-state instruction is delivered only under the terms stipulated in Colorado statutes (23-5-116, C.R.s. 1973 amended 1983) except for the types of programs and courses specifically excluded in policy 12.4. (12.3, 12.4)

____ Yes

____ No; Explain: _____

40. Credit courses offered through Outreach will apply toward a degree at your institution, are listed in the institution's general catalog, or have been formally approved by the appropriate faculty, committee, or administrative officer. (12.5)

____ Yes

____ No; Explain: _____

41. Continuing Education Units (CEU) are offered in accordance with the guidelines and criteria of the Council on the Continuing Education Unit. (12.6)

____ Yes

____ No; Explain: _____

42. When instruction involves scheduled classes, the classes are always held (except in cases of emergency). (12.7)

____ Yes

____ No; Explain: _____

43. When instruction is provided in cooperation with school districts the responsibilities itemized in policy 12.8 are carried out.

☐ Yes

☐ No; Explain: _____

44. The documents stipulated in policy 12.9 A are kept on file.

☐ Yes

☐ No; Explain: _____

45. Outreach classes are organized to conform to state contact hour/credit hour policies except when variations are approved by the appropriate academic unit. (12.9 B)

☐ Yes

☐ No; Explain: _____

46. Credit earned through Outreach courses is not distinguished in institutional student records from credits earned in on-campus courses. (13.1)

☐ Yes

☐ No; Explain: _____

47. Independent study courses are made available only through the Consortium for Independent Study. (14.1)

☐ Yes

☐ No; Explain: _____

48. Independent study courses are reviewed for possible revision at least every three years. (14.2)

☐ Yes

☐ No; Explain: _____

49. Refunds for independent study courses are not granted beyond 40 days of student enrollment. (14.4)

____ Yes

____ No; Explain: _____

50. When Space Available programs are offered, students are accounted for as Outreach students and tuition and fees are collected by the Outreach administrative unit. (16)

____ Yes

____ No; Explain: _____

51. When Space Available programs are offered, resident institutions are reimbursed only for direct administrative and instructional expenses of the Space Available program and in an amount not in excess of two-thirds of total tuition and fees generated in the program. (16)

____ Yes

____ No; Explain: _____

Date: _____ Signature: _____
(Designated Institutional Outreach Officer)

Date: _____ Signature: _____
(Chief Academic Officer)

Remarks:

APPENDIX G

COLORADO COMMISSION ON HIGHER EDUCATION
MONTROSE EDUCATION CENTER
P.O. Box 790, Montrose, Colorado 81402

CLASS REPORT

This form is to be completed for each class offered in the Montrose service area, including cancelled courses, by the sponsoring institution. Copies are to be submitted to the Coordinator, Montrose Education Center at the address above. The institution should also retain a copy.

SPONSORING INSTITUTION: _____

COURSE (Number and Title): _____

TERM/YEAR: _____ / FY19 - CLASS LOCATION: _____

=====

Expenditures

Outreach Administrative Costs

\$ _____

(Charge is to be at the rate of \$200 per semester hour of credit offered or \$133 per quarter hour of credit offered for courses which run, and \$100 per semester hour or \$67 per quarter hour for classes which are cancelled.)

Instructional Costs

\$ _____

Faculty Compensation (including benefits, time-in-transit, per diem, etc.)

Travel

\$ _____

Instructional Supplies, Materials, and Miscellaneous

\$ _____

TOTAL

\$ _____

Revenue (from tuition and fees)

\$ _____

Net

\$ _____

OCHE USE ONLY

Credit to institutional account from Montrose
General Fund Account:

\$ _____

Credit to Montrose Education Center Account from
Institution:

\$ _____

Approved by: _____
Montrose Education Center Coordinator

OCHE Outreach Program Director

APPENDIX H

POLICIES, PROCEDURES, AND PROPOSAL FORMAT
FOR PROPOSALS FOR NEW OUTREACH DEGREE
PROGRAMS OR FOR MAJOR COMPONENTS
OF DEGREE PROGRAMS

Degree programs and major components of degree programs are not to be offered through the Outreach Program (1) unless they are programs that are already approved to be offered by the institution, and (2) until they have been formally proposed as an Outreach degree program and approved by the Commission staff. (See Policy 12.2)

Institutions desiring to offer a degree program or major component of a program shall submit a proposal to the Commission which is prepared in the format outlined below and which responds fully to each item of information requested. Because the program will already be a program approved for offering on-campus by the institution and the request only will be for delivery off-campus, the items of information relate specifically to the delivery of the program at an off-campus site.

The Commission will request review of proposals by the Outreach Advisory Committee and any institution(s) which may have a special interest in or might be impacted by the program. The Commission staff also will review the proposal and, with consideration given to outside evaluations, will approve or disapprove the program.

Proposal Format

I. Internal and Governing Board Processes

Describe the process used in developing and securing approval for the proposal.

II. Program Description

A. Program Goals

- 1) Identify the clientele that this program is designed to serve (e.g. part-time, professionals, employees of specific organizations, women, persons training for new careers, etc.).
- 2) Describe the employment or professional opportunities or outcomes which are expected to result for students completing the degree program. Provide demand and employment data.
- 3) Describe any formal relationship with other organizations, such as inter-institutional agreements, contracts with businesses or industries, agencies, or associations. Copies of proposed contracts or agreements should be appended.

B. Admission Requirements

- 1) Describe the admission requirements. If different from general institutional requirements state how and why they are different.
- 2) Are there enrollment limits or restrictions? If so, describe and explain them.

C. Curriculum

- 1) Describe the program requirements (such as total hours, credit hour distribution, etc.) and list titles of courses to be offered in the program.
- 2) Specifically identify and explain any requirements which differ from those pertaining to the same on-campus program. Identify any new courses which are not approved and offered on-campus and describe the procedures and timetables for securing full institutional approval.
- 3) Provide a specimen curriculum indicating all required courses.

D. Program Faculty and Administration

List all regular and adjunct faculty (separately) who will teach in the program and include their academic degrees and rank or position title. Indicate the courses each will teach. Describe the structure for the administration of the program with particular attention to on-site services and coordination. Identify the lines of authority extending from the institution to the program site.

III. Resource Requirements

- A. Describe the physical facilities available off-campus for the program in relationship to the minimum needs for a high-quality program.
- B. What accommodations have been made for library resources to be available to students?
- C. Identify the equipment needed to support the program (e.g. laboratories, and computers) and state how it will be acquired.
- D. Identify any other resources required and explain how they will be acquired.

IV. Accreditation

Describe any regional or professional accrediting association requirements that relate to this program and indicate effects of such requirements on the planning of the program.

V. Costs to Students

Identify the costs to individual students for:

Tuition (per semester credit hour)
Program Fees (Identify)

Also indicate any subsidies to be contributed by businesses, industries, or other organizations; indicate the percentage of student costs that they will support; and describe the basis upon which the support is provided.

VI. Cost and Revenue Estimates

Complete Table II, below. Narratively explain unusual costs or revenue sources.

TABLE II

Cost and Revenue Estimates

Estimated Program Costs	1st Year	2nd Year	3rd Year
1. Faculty	\$ _____	\$ _____	\$ _____
2. Administration	_____	_____	_____
3. Capital Facilities	_____	_____	_____
4. Capital Outlay	_____	_____	_____
5. Library	_____	_____	_____
6. Equipment	_____	_____	_____
7. Other (Identify)	\$ _____	\$ _____	\$ _____
Estimated Revenue By Source			
1. Cash Funds			
Tuition	\$ _____	\$ _____	\$ _____
Fees	_____	_____	_____
2. State Funds	_____	_____	_____
3. Federal Funds	_____	_____	_____
4. Other Sources (Identify)	_____	_____	_____
TOTAL	\$ _____	\$ _____	\$ _____

APPENDIX I

YEAR-END OUTREACH FINANCIAL REPORT (Optional*)

Institution: _____

Year 19 ____ - ____

*Institution's own end-of-year financial report, similarly signed, may be submitted instead. An end-of-year financial report is due on or before July 15.

REVENUE

	Enrollment	Student Credit Hours	Monies
Credit Program	_____	_____	\$ _____
Non-Credit Program	_____	_____	\$ _____
Special Fees; Other Sources of Revenue			\$ _____
		TOTAL REVENUE	\$ _____

EXPENSES

	Percent of Total	Monies
Instruction	_____ %	\$ _____
Administration	_____ %	\$ _____
System Support Contribution	_____ %	\$ _____
Based on generation of _____ student credit hours x \$.90		

INSTITUTIONAL OVERHEAD \$ _____

Institutional overhead is limited to not more than 8 percent of Outreach personnel costs, both administrative and instructional, at institutions whose Outreach Program gross expenses are less than \$1 million. Institutional overhead is limited to not more than 6.5 percent of gross expenses of the Outreach Program at institutions whose gross expenses are over \$1 million. Direct costs of institutional services provided to the Outreach Program, if any (e.g. admissions, record-keeping, computer services, facilities for offices and classrooms, and any contributions to academic or administrative units), shall be included in the maximum overhead amount claimed. If lower, the costs of such services may be charged to the Outreach Program in lieu of overhead. Institutions may provide support services at no cost to the Outreach Program and may waive overhead charges.

NET

\$ _____

(Note: The CCHE Outreach Policy 6.5 requires all revenues from the Outreach Program to be expended only for Outreach activities. Sign-off on this form certifies that the institution is in compliance with this policy. Institutions failing to submit a properly signed and complete end-of-year report shall be subject to audit.)

Signed: _____ Date: _____ Signed: _____ Date: _____
Institutional Outreach Director Institution's Chief Fiscal Officer